



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
PROFESSIONAL SERVICES SCHEDULE
FEDERAL SUPPLY SCHEDULE 00CORP
874; 871

CONTRACT NUMBER: GS-00F-013AA

CREATIVE CORRECTIONS, L.L.C.

6675 Calder Ave.
Beaumont, TX 77706
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Contractor's Administration:

Percy Pitzer
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Business Size: Small; Service Disabled Veteran Owned Small Business

CONTRACT PERIOD OF PERFORMANCE: April 1, 2013 – August 17, 2018

Pricelist current through contract modification # PA-0017

Company Overview

Incorporated in the state of Nevada in 2002, Creative Corrections is a Service Disabled Veteran Owned Business (SDVOB) headquartered in Beaumont, Texas with a branch office in Washington, DC. We serve local, state and federal government agencies offering customized solutions in the capacities of training, advising, professional management and consulting services with particular strengths in correctional, law enforcement, rule of law and judicial systems throughout the United States and internationally.

We are registered to conduct business in Romania, Mexico, Iraq and Guam and expanding registrations to many Middle Eastern and African countries. The founders of the company are Percy and Sununt Pitzer. Percy serves as the President and brings to his role over 40 years of senior level corrections management experience with the Federal Bureau of Prisons where he retired after a distinguished career and later served in the same capacity in the private sector. Sununt serves as Executive Vice president. She is an experienced executive who has owned and operated a number of successful small businesses in the United States and Thailand. The Pitzers' have provided guidance and leadership to Creative Corrections L.L.C. since its inception. They bring a broad wealth of knowledge, experience and vision which has led to the success and advancement of the company.

Our company retains highly specialized subject matter experts, many who are veterans, with numerous years of experience and varied backgrounds enabling the firm to offer a wide range of professional services. Today Creative Corrections is recognized internationally and highly respected as a front runner in the industry of corrections, law enforcement, rule of law, and justice sectors.

Services include, but are not limited to:

- Administrative
- Professional Staffing Services
- Building Design and Construction oversight
- Security and Operational controls
- Food Service
- Health Care
- Environmental Health and Safety
- Prison Rape Elimination Act compliance
- Staff Development
- Human Capital
- Human Resources
- Correctional and Law Enforcement Training
- Risk and Needs Assessments
- Prison administration and Litigation
- Civil Rights and Civil Liberties investigations
- Compliance monitoring

Creative Corrections offers several unique programs for correctional institutions:

- Compliance Monitoring on any platform or set of standards required
- Use of Force, Leadership, and Management of Correctional Facilities training programs
- After Action Reviews following any incident encountered by facility management
- Prison Design, Construction, and Activation Management
- Expert Witness Services as required for any detention or correctional issue
- Strategic Planning, short, medium and long term planning
- Prison System Assessments

CREATIVE CORRECTIONS, L.L.C.
PRICE LIST

SINS	Labor Categories	Prices
874-1 and 874-1RC	Sr. Project Manager (SPM)	\$149.12
874-1 and 874-1RC	Subject Matter Expert I (SME1)	\$130.98
874-1 and 874-1RC	Admin. Clerical Support	\$38.29
874-7	Administrative Assistant III	\$39.85
874-7	Administrative Assistant IV	\$44.01
874-7	Project Assistant	\$33.63
874-7	Computer Programmer I	\$29.47
874-7	Computer Programmer II	\$42.54
874-7	Vetting Coordinator	\$56.80
874-7	Public Affairs Specialist	\$51.33
874-7	Business System Analyst	\$76.66
874-7	Program Analyst I	\$66.01
874-7	Program Analyst II	\$90.79
874-7	Program Specialist II	\$51.48
874-7	Program Manager I	\$45.47
874-7	Program Manager II	\$78.89
874-7	Senior Office Administrator	\$46.50
874-7	Senior Human Resource Specialist	\$99.61
874-7	Executive Assistant	\$83.86
874-7	IT Support Professional	\$73.53
874-7	Network Engineer/Implementation Specialist	\$35.64
874-7	Management Analyst I	\$66.11
874-7	Management Analyst II	\$88.24
874-7	SharePoint Administrator	\$94.19

SCA MATRIX

SCA Eligible Contract Labor Categories:	SCA Equivalent Code Title:	Wage Determination Number
Administrative Clerical Support	01020 - Administrative Assistant	#2005-2103 Rev. #12

***“The Service Contract Act (SCA) is applicable to this contract and it includes one SCA applicable labor category. The prices for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The price offered based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

Additional Company Information

FSS SIN(s): 874-1; 874-1RC; 874-7; 871-7, & 871-7RC
Contract Number: GS-00F-013AA
Contract Period: April 1, 2013 – August 18, 2018
Contractor's Name: CREATIVE CORRECTIONS, L.L.C.
Contractor's Address: 6675 Calder Ave., Beaumont, TX 77706
Business Size: Small Business; Service Disabled Veteran Owned
Data Universal Numbering System (DUNS): 14-3530926
Contractor's Taxpayer Identification Number (TIN): 27-0036947
CAGE Code:..... 3RHM8

1a. Special Item Numbers for this Contract:

SIN	DESCRIPTION
874-1 & 874-1RC	Integrated Consulting Services
874-7	Integrated Business Program Support Services
871-7 & 874-7RC	Construction Management

1b. Lowest Priced Model Number and Lowest Unit Price: N/A

1c. Creative Corrections Hourly Rates: Labor Category Rates and Descriptions follow. Note: Labor hours cited do not include supplies, materials, or other incidental costs.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$ 100.00

4. Geographic Scope of Contract: Domestic and Overseas

5. Point(s) of Production: Same as company address.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted)
See Attachment.

7. Quantity Discounts: Already deducted

8. Prompt Payment Terms: Net 30 Days.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500

10. Foreign Items: None

- 11a. Time of Delivery:** Specified on individual Delivery/Task Orders.
- 11b. Expedited Delivery:** Contact Contractor
- 11c. Overnight & 2-Day Delivery:** Contact Contractor
- 11d. Urgent Requirements:** Contact Contractor
- 12. F.O.B. Point(s):** Destination
- 13a. Contractor's ordering Address:** Same as Contractor
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Contractor's Payment Address:** Same as company address
- 15. Warranty Provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges:** N/A.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** Contact Contractor
- 18. Terms and Conditions of Rental, Maintenance and Repair:** N/A
- 19. Terms and Conditions of Installation:** N/A
- 20. Terms and Conditions of Repair Parts:** N/A
- 20a . Terms and Conditions for any other services:** N/A
- 21. List of Service and Distribution Points:** N/A
- 22. List of Participating Dealers:** N/A
- 23. Preventative Maintenance:** Not applicable to services.
- 24a . Environmental Attributes:** Not Applicable to Services
- 24b. Section 508 Compliance:** N/A
- 25. Data Universal Numbering System (DUNS) Number:** 14-3530926
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

LABOR CATEGORY DESCRIPTIONS

SIN 874-1

Senior Project Manager

Experience Necessary:

10 years of related experience

Position Description

This position provides a full range of professional and administrative services, i.e., auditing, consulting, facilitation, and project leadership in the management of a project or task by tracking and monitoring the completion of the assigned project. Strong background in detention/incarceration related issues is required. This position is responsible for leading the project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. This position is the central point of communication for customer and personnel should any questions/needs arises. The person in this position provides agencies advise support during the audits to facilitate compliance with mandates, and to enable the agencies to improve mission requirements. The individual must possess diligent and highly organized administrative skills. They will facilitate and lead team discussions and meetings. The individual will interact continuously with government representatives to present results, discuss concerns, and ensure total product/service satisfaction. They will lead the task and retain overall task responsibility for performance.

Education Requirements

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

5 years equates to a BA/BS Degree

8 years equates to a MA/MS Degree

This person is required to maintain current credentials by attending work related courses and workshops, and staying current on government regulations related to the assigned duties.

SIN 874-1

Subject Matter Expert I

Experience Necessary:

10 years of related experience

Position Description

This position is responsible for carrying out higher-level professional and/or administrative work involved in programs, projects and operations. The individual identifies and addresses issues affecting detention/incarceration performance; therefore, he/she must possess a strong background in detention and incarceration issues. This individual is an experienced professional operating independently with minimal guidance from the Senior Project Manager. On assignment at the government agency, this individual does auditing and consulting drawing conclusions which are outlined in a report to the agency, including deficiencies and outstanding accomplishments. He/she also provides recommendations to improve operations and comply with applicable regulations and mandates.

Education Requirements

The minimal academic requirement for this position is a Bachelor Degree (BA/AS), or equivalent experience. Staff in this position may substitute experience for academic requirements.

5 years equates to a BA/BS Degree

8 years equates to a MA/MS Degree

Staffs in this position are expected to stay knowledgeable and current about applicable government regulations. Creative Corrections will also provide training as needed to ensure this objective is accomplished.

Experience Necessary:

0-4 years relevant experience

Position Description

This person in this position performs administrative management task such as word processing, spreadsheet development, administrative typing. They help produce and prepare deliverables, maintain schedules, documents, and prepares/records meeting minutes. They are knowledgeable in computer based documentation and presentation techniques. The individual will prepare both graphical and narrative presentation materials, including research and analytical support. General and minimal assistance will be provided to staff working under various contracts to include the GSA Contract; however, this is not a significant amount of work and it is for the primary purpose of executive, administrative, or professional services as described in 29 CFR 541.

Education Requirements

High School Diploma required at a minimum; prefer Bachelor's Degree

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

Experience Necessary:

10 years of professional construction oversight related experience

Position Description

This position provides a full range of professional and administrative services, i.e., auditing, consulting, facilitation, and project leadership in the management of projects or task by tracking and monitoring the completion of the assigned project. The SPM will have the technical expertise to provide construction management services for planning, monitoring, oversight, and activation of projects related to, but not limited to, the building of correctional/detention facilities. He/she is required to have a strong background in detention/incarceration standards related issues. This position is responsible for leading the project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. This position is the central point of communication for customer and personnel should any questions/needs arises. The person in this position provides agencies advice and support during the assessment to facilitate compliance with mandates, and to enable the agencies to improve mission requirements. The individual must possess diligent and highly organized administrative skills. They will facilitate and lead team discussions and meetings. The individual will interact continuously with government representatives to present results, discuss concerns, and ensure total product/service satisfaction. They will lead the task and retain overall task responsibility for performance. During the Project Design Phase the SPM will include design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals, market studies, cost checks, cost estimates, and cost control/monitoring; site investigation, surveys, studies; and scheduling and design scope changes. During the Project Procurement Phase, services include providing assistance to the Contracting Officer; answering bid/RFP questions; attending and participating in site visits and pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Contracting Officer; and performing cost/bid/proposal analysis. He/She will perform routine site inspections; monitor project financial data; and organize and participate in meetings and workshops.

Education Requirements

The minimal academic requirement for this position is a Master's Degree (MA/MS), or equivalent experience. Staff in this position may substitute experience for academic requirements:

5 years equates to a BA/BS Degree

8 years equates to a MA/MS Degree

This person is required to maintain current credentials by attending work related courses and workshops, and staying current on government regulations related to the assigned duties.

Experience Necessary:

10 years of professional construction oversight related experience

Position Description

This position is responsible for carrying out higher-level professional and/or administrative work involved in programs, projects and operations. The individual identifies and addresses issues affecting construction oversight and facilitation. This individual is an experienced professional operating independently with minimal guidance from Supervision. On assignment this individual conducts; auditing, training, operational mentoring, consulting, investigative, intra-and inter-agency coordination, facilitation, and project leadership in the management of a project or task by tracking and monitoring the completion of the assigned project. The SME will conduct design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals, market studies, cost checks, cost estimates, and cost control/monitoring; site investigation, surveys, studies; and scheduling and design scope changes. In addition, he/she will provide assistance to the SPM in attending and participating in site visits and pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Contracting Officer; and performing cost/bid/proposal analysis. He/She will perform routine site inspections; monitor project financial data; and organize and participate in meetings and workshops. Wherein this person may represent as the central point of contact for assigned task, he/she must possess diligent and highly organized communication and administrative skills. He/she provides recommendations to improve operations and comply with applicable regulations and mandates.

Education Requirements

The minimal academic requirement for this position is a Bachelor Degree (BA/AS), or equivalent experience. Staff in this position may substitute experience for academic requirements.

5 years equates to a BA/BS Degree

8 years equates to a MA/MS Degree

Staffs in this position are expected to stay knowledgeable and current about applicable government regulations.

Experience Necessary:

0-4 year's experience in the field or in a related area

Position Description

Supporting program management, this person performs administrative management task such as word processing, spreadsheet development, and administrative typing. They help produce and prepare deliverables, maintain schedules, and prepares/records meeting minutes. They are knowledgeable in computer based documentation and presentation techniques. The individual will prepare both graphical and narrative presentation materials, including research and analytical support. General and minimal assistance will be provided to staff working under various contracts to include the GSA Contract

Minimum Education Requirements

High School Diploma required at a minimum; prefer Bachelor's Degree

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

Experience Necessary:

10 years experience in the field or in a related area.

Functional Responsibility

The Administrative Assistant III assists in the management and goals of the program/project. Duties include composing correspondence on own initiative about administrative matters and general office policies for supervisor's approval; anticipates and prepares materials needed by supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; reads publications, regulations, and directives and takes action; refers those that are important to the supervisor and staff. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from variety of sources such as reports, documents, correspondence, other office, etc., under general directions; advises personnel in subordinate office(s) for periodic or special conferences, reports, inquiries. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Ability to obtain a security clearance may be required for this position

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

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Experience Necessary:

11 years experience in the field or in a related area.

Functional Responsibility

The Administrative Assistant IV provides support to program/project management by performing administrative services such as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned

In addition the Administrative Assistant IV performs administrative management tasks such as word processing, spreadsheet development, and data entry. Helps produce and prepare deliverables, maintain schedules, documents, and prepares/records meeting minutes. Knowledgeable in computer based documentation and presentation techniques. Prepares both graphical and narrative presentation materials, including research and analytical support. Compile, research, and analyze issues, queries, and topics and provide coordinated findings to management using excellent communication, written and or computer skills. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

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Experience Necessary:

2 years experience in the field or in a related area.

Functional Responsibility

The Project Assistant provides administrative grant activity support to senior management such as preparing solicitations; coordinate the publication of approved grants and/or solicitations; act as point of contact for questions from applicants; receive and log proposals; prepare funding memos; monitor and maintain website content and create and update internal databases. These duties require experience in word processing, spreadsheet development, and administrative typing.

Primary responsibility of the Project Assistant is to support the management of program/project goals. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary

Experience in computer related field developing enterprise-level software. Advanced expert knowledge of Microsoft platforms.

Functional Responsibility

The Computer Programmer I assists by developing and analyzing programming tasks which concern data items and steps, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under supervision, to assist in the management and goals of the program/project.

Provides standard database administration and support; develops database components, new system features, and interaction and backend service components. The Computer Programmer I supports, assists and advises on localized changes necessary to bring programs into compliance and usability. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree in Computer Science from an accredited institution.

A Bachelor's degree can be substituted for:

- a) an Associate's Degree from an accredited institution and two years of relevant experience or
- b) four years of relevant experience

Experience Necessary:

Minimum 5 or more years experience working in a computer related field

Functional Responsibility

Support, assist, and advise managing and monitoring technological platforms and projects being implemented. Analyze and develop database. Work with staff to integrate the database changes. Load datasets into the database. Update Analytics. Provide standard database administration and support. Develop disaster recovery procedures. Test and certify disaster recovery procedures. Test and debug the complete analytics and intelligence solution. Assists in the development and implementation of new technological platforms, functionality and maintenance. Develop user interaction and backend services components. Develop database components. Develop and maintain new system features. Provide guidance and techniques to team members. Follow defined coding standards, procedures, and quality guidelines.

This Computer Programmer performs routine programming assignments that require knowledge of established programming procedures and data processing requirements. The Computer Programmer II maintains and modifies routine programs, makes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications. May evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree or Training in computer related field.

A Bachelor's degree can be substituted for:

- c) an Associate's Degree from an accredited institution and two years of relevant experience or
- b) four years of relevant experience

Experience Necessary:

Minimum 5 – 7 years experience in related field as well as 1 year of government liaison experience.

Functional Responsibility

The Coordinator will work closely and assist by providing logistical support and administrative assistance with respect to various projects. Organize training events and support interaction. Organize, and will provide logistical support for, large events and conferences for up to 100 participants. Provide assistance in the management of databases and ensuring said information is imported appropriately into necessary databases. Maintain records to be used to prepare monthly reports and update documents reflecting objectives and milestones. Aid in drafting monthly report details pertinent activities relative to overall goals drafting reports and cables detailing pertinent activities. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary:

0-5 years experience in the business communication, broadcast journalism, media relations and/or public affairs.

Functional Responsibility

Assignments involve developing information materials and disseminating them using standard written and interpersonal communication practices and techniques, analyzing needs and determining most appropriate approach to use and advising program specialists on media relations issues. Assist in serving as a liaison with all media/press outlets: print, television and radio.

The public affairs specialist determines the most appropriate communication methods and techniques to employ in achieving maximum effectiveness in written and oral presentations by determining the information needs of the public. Based on analysis of information needs, determined through an analysis of public and media feedback, recommends that changes be made in the design or dissemination of informational materials. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary:

Minimum of 3 years experience with, and thorough knowledge of, operating system, microcomputers, and their peripherals when connected to a LAN< performing migrations to new environments and implementation of new methodologies.

Functional Responsibility

Provide customer support for a variety of problems with hardware, software, and peripherals. Assist users with software questions; troubleshoot malfunctions with authorized; software beyond the first level of support; and act as Support Liaison between users and technician, engineers, and other network and telecommunications specialists. Provide support: install and configure hardware, operating systems, and software; identify, implement, and maintain appropriate IT security measures, software patches, and upgrades, troubleshoot and correct software and hardware failures; develop and maintain appropriate documentation; and provide appropriate user training. Assist in evaluating the technical capabilities, capacity, and relative cost of information technology equipment, and make recommendations for the acquisition of new/replacement equipment, or for revising configurations of existing equipment. Assist in planning prioritizing, and coordination support processes for IT hardware and software upgrades and repairs. Demonstrate strong communication, presentation, and customer service skills and abilities. Assist with budget and funding preparation and planning. Assist in hardware and/or software asset management; including but not limited to: coordinating with vendors for the acquisition of equipment, documenting receipt of assets, delivery of assets, maintaining current inventory documentation of all IT related hardware, and completing excess procedures for the disposal of outdated hardware assets. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

H.S. Diploma and Training in related IT Field

Experience Necessary:

4-7 years experience conducting SharePoint Services/Portal administration and maintenance.

Functional Responsibility

The Administrator will assist with intranet/SharePoint Web portals in order to consolidate and centralize the administration, maintenance, and development of intranet portals. The Administrator will manage customer facing websites; assist customers in producing professional grade, "theme-consistent" web layouts and design; develop intuitive, interactive SharePoint Web parts and workflows; install/configure Key Performance Indicators, Dashboards, Business Data Catalogs, form services, and other SharePoint tools and add-ins. The Administrator will aid in creating and delivering user training; and assist with data input efforts when needed.

The Administrator will provide support for the installation, upgrade, patch, configuration, administration, and support of all SharePoint services; assist with managing SharePoint application deployments and administration in accordance with applicable agency policies; aid with managing user permissions; design and develop custom web parts, reports, and dashboards for agency SharePoint sites; facilitate testing, defect resolution, and user acceptance; provide production deployment support; troubleshoot SharePoint issues; and optimize SharePoint content for indexing and searching. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary:

3-5 years experience in a computer related field.

Functional Responsibility

The Analyst will ensure the needed automated management tools are at the highest level of performance to carry out the mission of the office, department or agency. Develop project management process recommendations and modify existing websites in support of operations. Modify and/or create new web pages using user interface best practices, including accessibility and usability. Use Microsoft Office SharePoint 2007. Create multimedia, including photo galleries, slideshows, and videos embedded in Web pages. Provide a comprehensive series of reports on a monthly and quarterly basis. The reports will include, but are not limited to, executive summaries, trend analysis, dashboard indicators, and supervisory level programmatic summaries. Develop web-based Project Management Information Systems (PMIS). The system shall include, but is not limited to, performance management; new project creation and tracking linking documents to projects for easy retrieval; and real-time project reporting. Perform analysis of linkages between work performed and Strategic Goals. Research trends in web designs, coding, and functionality, such as social media. Track developments in use of third-party sites. Outline options for management, senior staff, and applicable personnel.

Conduct research and gather information related to assigned projects or identified needs. Act as the lead agent to coordinate full project discovery. Facilitate team meetings during the course of discovery. Analyze business processes and tools related to each assigned project and data generated during each process. Identify, or if applicable, lead project teams to consensus on, project scope, and potential solutions. Generate business documentation that clearly articulates the objectives, scope, and business requirements of each assigned project to all relevant colleagues. Utilize corporate standard templates to capture business and functional requirements. Generate business documentation and specifications that clearly articulate the desired solution in whatever detail is appropriate to the solution. If there is in whole or in part a process solution, generate detailed process flows and descriptions. Communicate assimilated requirements and specifications in formats that are useful to business area experts and technical developers. Generate routine project status

reports for assigned projects in the form and at times requested by management. Lead the design or participate with stakeholders to design new or reengineer existing processes to effect solutions.

SIN 874-7

Business System Analyst (continued)

Utilizing process analysis and design expertise and based on project objectives, scope and requirements design new or reengineer existing processes to implement new or changed procedures, eliminate duplicate effort, and reduce errors, and increase efficiency and effectiveness of business processes. Oversee documentation, user training and implementation of each new process. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

SIN 874-7

Network Engineer/Implementation Specialist

Experience Necessary:

Minimum of 10 years experience in enterprise-level technology system; to include, software architecture, design, data modeling, formal software development methodologies, solution deployment, training, and supervision.

Functional Responsibility

Responsible for the architecture, design, and implementation of functionality and maintenance (bug fixing) of technological platforms. Design user interaction and backend services components. Design database components. Design and maintain new features of the system. Aid in leading the development process effort; provide guidance on techniques to team member. Provide and maintain coding standards. Lead quality control process of system code. Demonstrated advanced knowledge platform architecture components, including the database, web services, user interface and how they interrelate with each other. Assist, support, and advise in the implementation of new technological platforms; design software programs and databases; design computer infrastructure; design and coordinate the execution of the software. Advanced project assignments in architecture and components, including database, web services, user interface and how they relate with each other. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Associate's Degree from an accredited institution and/or 20 years experience in a related field.

SIN 874-7

Program Analyst I

Experience Necessary:

3 – 5 years experience in related field

Functional Responsibility

Responsible for coordinating grants and projects; develops system for data collection, reporting criteria and grant records; researches and compiles statistics and data for grants/projects; creates, monitors and maintains audit files for program compliance; designs and implements procedures to fulfill objectives and criteria; may prepare memorandums of understanding for agencies; works with agencies to resolve concerns and issues; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of projects. Assists in monitoring revenue and expenditures, assists in marketing and presentations. Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires. Prepare recommendations on contract actions; assist in the development and use of other program implementation mechanisms. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

SIN 874-7

Program Analyst II

Experience Necessary:

6 - 10 years' experience in related field

Functional Responsibility

Responsible for coordinating grants and projects; develops system for data collection, reporting criteria and grant records; researches and compiles statistics and data for grants/projects; creates, monitors and maintains audit files for program compliance; designs and implements procedures to fulfill objectives and criteria; may prepare memorandums of understanding for agencies; works with agencies to resolve concerns and issues; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of projects. Assists in monitoring revenue and expenditures, assists in marketing and presentations. Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires. Prepare recommendations on contract actions; assist in the development and use of other program implementation mechanisms. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

SIN 874-7

Program Specialist II

Experience Necessary:

8 years experience in related field

Functional Responsibility

Develop and analyze relevant data that can be used in preparing analytical and interpretative reports and guides. This requires a basic knowledge of the principles and theoretical concepts of the discipline involved as well as the administrative mechanisms appropriate to the assignment. In addition, it requires the ability to select pertinent techniques for data collection and to identify aspects of successful program operations which can be used for improving similar programs.

Assignments typically involve the review of programs serving different population groups with diverse social, economic, and health problems that require the combined resources of many different official and voluntary agencies with conflicting, overlapping and inconsistent requirements and objectives. In carrying out such an assignment, the specialist determines the need for coordination of efforts within a geographic area and provides leadership in formulating methods for getting results through cooperative efforts. The specialist acts as the Senior Advisor on all budget, accounting, and administrative matters. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Minimum/General Experience: 2-4 Years

Functional Responsibility:

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules and develops solutions to program problems. Ensures projects are completed on time and within budget. Acts as consultant to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head. Ability to obtain a security clearance may be required for this position.

Minimum Education:

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Minimum/General Experience: 4-6 Years

Functional Responsibility:

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules and develops solutions to program problems. Ensures projects are completed on time and within budget. Acts as consultant to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head. Ability to obtain a security clearance may be required for this position.

Minimum Education:

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Minimum/General Experience:

15 Years in Human Resource related field.

Functional Responsibility

Specialist will provide informed advice in support of management's goal to build and support a high quality and diverse workforce, based on merit system principles, that is responsive to dynamic changes in mission and business practices. The Specialist will be responsible for handling the most difficult issues surrounding advice and assistance to employees and managers in one or more of the following areas: employee benefits, human resources development, labor and/or employee relations, policy, workforce planning, compensation, performance management, classification, retirement, executive services, recruitment and placement.

Capable of planning and directing all aspects of an organization's human resources policies, objectives, and initiatives. Responsible for employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Ensures company compliance with current, applicable labor laws, offers suggestion for compliance procedures. Relies on extensive experience and judgment to plan and accomplish goals. Typically reports to top management. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary:

Minimum five years experience in related field.

Functional Responsibility

Performs management task such as word processing, spreadsheet development, administrative typing. Helps produce and prepare deliverables, maintain executive schedules, documents, and prepares/records meeting minutes, arranges travel, and as necessary research and provide assistance to executive staff as needed. Knowledgeable in computer based documentation and presentation techniques. Prepares both graphical and narrative presentation materials. Conducts research on publications, regulations and directives as well as conducting careful and exhaustive difficult-to-obtain information, compile data, and provide preliminary analysis for executive staff, as appropriate. Operates as the office liaison and makes travel arrangements based on approved needs. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Bachelor's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary:

Minimum five years experience in related field.

Functional Responsibility

Performs management task such as word processing, spreadsheet development, administrative typing. Helps produce and prepare deliverables, maintain executive schedules, documents, and prepares/records meeting minutes, arranges travel, and as necessary research and provide assistance to executive staff as needed. Knowledgeable in computer based documentation and presentation techniques. Prepares both graphical and narrative presentation materials. Conducts research on publications, regulations and directives as well as conducting careful and exhaustive difficult-to-obtain information, compile data, and provide preliminary analysis for executive staff, as appropriate. Operates as the office liaison and makes travel arrangements based on approved needs.

Analyze and evaluating the effectiveness of line program operations in meeting established goals and objectives. Develops life cycle cost analyses of projects; assists in programmatic budget execution; provide advice and guidance to staff on applicable procedures, instructions, and other regulations pertaining to budget coordination and administrative issues. Effectively enhance the ability of the office to support the overall mission requirements through skilled use of spreadsheet or database software, word-processing software, and graphics and presentation software to draft documents; accurately enter, revise sort, calculate, and retrieve data for standard reports; prepare and provide graphic symbols, charts, and graphs for viewgraphs and/or paper presentations. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Master's Degree from an accredited institution.

Candidates may substitute experience for academic requirements:

5 years equates to a BA/BS degree

8 years equates to a MA/MS Degree

Experience Necessary:

Minimum five years experience in the field or in a related area.

Functional Responsibility

Performs administrative management tasks such as word processing, spreadsheet development, administrative typing. Helps produce and prepare deliverables, maintain schedules, documents, and prepares/records meeting minutes. Knowledgeable in computer based documentation and presentation techniques. Prepares both graphical and narrative presentation materials. Conducts research on publications, regulations and directives as well as conducting careful and exhaustive difficult-to-obtain information, compile data, and provide preliminary analysis for executive staff, as appropriate. Operates as the office liaison and makes travel arrangements based on approved needs. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Associates Degree from an accredited institution.

Experience Necessary:

Minimum five years experience in the field or in a related area.

Functional Responsibility

Assists executive management in developing and managing tasks to accurate completion within established deadlines. Coordinates one or more office settings in objectives, plans and budgets. Plans and conducts comprehensive studies of the relevant program issues; aids in overseeing the implementation of approved recommendations; provides expertise for development of policy documentations, senior level briefings and presentations. Provides advice and guidance to executive management. Ability to obtain a security clearance may be required for this position.

Minimum Education/Training/Certifications

Master's Degree in related field or Bachelor's Degree with at least 5 years related work experience.